



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

## Application for Employment

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

<b>PERSONAL INFORMATION</b>			<b>DATE</b>	
NAME: (LAST, FIRST, MIDDLE)				
STREET ADDRESS:				
TOWN:			STATE/ZIP CODE:	
PHONE NUMBER:		EMAIL:		
ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO			ARE YOU AT LEAST 18 YEARS OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Are you related by marriage or by blood to any current Town of Colchester employees? <input type="checkbox"/> YES <input type="checkbox"/> NO				
<b>EMPLOYMENT DESIRED</b>				
POSITION:				
DATE YOU CAN START:			SALARY DESIRED:	
ARE YOU EMPLOYED NOW?			IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?	
EVER APPLIED BEFORE?		WHEN:		REFERRED BY:
<b>EDUCATION</b>		<b>NAME AND LOCATION OF SCHOOL ATTENDED</b>		<b>DIPLOMA RECEIVED?</b>
<b>COLLEGE</b>				
<b>TRADE, BUSINESS, OR CORRESPONDANCE SCHOOL</b>				
HIGH SCHOOL GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO				
SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK:				

**U.S. MILITARY OR NAVAL SERVICE:**

**RANK:**

**FORMER EMPLOYERS**

(LIST BELOW LAST THREE EMPLOYERS, STARTING WITH MOST RECENT FIRST)

DATE FROM / TO (MONTH & YEAR) /	NAME & ADDRESS OF EMPLOYER	PHONE
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Job Title	Immediate Supervisor And Title
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Reason for Leaving:

DATE FROM / TO (MONTH & YEAR) /	NAME & ADDRESS OF EMPLOYER	PHONE
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Job Title	Immediate Supervisor And Title
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Reason for Leaving:

DATE FROM / TO (MONTH & YEAR) /	NAME & ADDRESS OF EMPLOYER	PHONE
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Job Title	Immediate Supervisor And Title
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Reason for Leaving:

**WHICH OF THESE JOBS DID YOU LIKE BEST?**

**WHAT DID YOU LIKE MOST ABOUT THE JOB?**

**REFERENCES:** GIVE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED

**HOW DID YOU HEAR ABOUT THIS POSITION?**

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT IF I AM EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE AND WITHOUT CAUSE."

THE TOWN OF COLCHESTER WILL NOT, EXCEPT IN THE CASE OF A BONA FIDE OCCUPATIONAL QUALIFICATION OR NEED, OR EXCEPT AS OTHERWISE PERMITTED OR REQUIRED BY LAW, DISCRIMINATE ON THE BASIS OF RACE, COLOR, AGE, RELIGION, GENDER, NATIONAL ORIGIN, DISABILITY STATUS, MARITAL STATUS, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY/EXPRESSION OR SEXUAL ORIENTATION, WITH RESPECT TO HIRING, COMPENSATION, PROMOTION, DISCHARGE FROM EMPLOYMENT OR OTHER TERMS AND CONDITIONS OF EMPLOYMENT.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*All offers of employment from the Town of Colchester are contingent upon acceptable results of a criminal background check.*